



**DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION**

**MATERIAL TESTING LABORATORY
PRE-QUALIFICATION APPLICATION
INSTRUCTIONS FOR FORM 48T**

Revised: July 2003

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INTRODUCTION:

N.J.A.C. 17:19-54 requires that firms wanting to be considered for professional consultant work with the Division of Property Management and Construction be "prequalified" by the Division. Form 48T is provided for the purpose of allowing interested firms to submit appropriate information on experience, capabilities and staffing in order to become "prequalified" by the Division. Prequalification may be required by various counties, municipalities, Boards of Education and other state committees, authorities and organizations in order to be considered for professional consultant services.

The preparer of this application must be a principal of the firm.

The application will be thoroughly evaluated by the Department of the Treasury, Division of Property Management and Construction Pre-qualification Unit taking into consideration the following factors:

1. Completeness and accuracy of application.
2. Company profile.
3. Financial stability and viability as a going concern.
4. Integrity.
5. Experience and capabilities.

A firm will be assigned pre-qualification classification based on their discipline/specialties. Your firm will be entitled to apply for professional consultant services contracts for material testing or to serve as the sub-consultant for materials testing for a professional consultant services contract within your approved discipline.

Your pre-qualification classification will be valid for a period of two years from the date stated on your NOTICE OF PRE-QUALIFICATION.

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DEFINITIONS:

“Certified Technical Staff” are technical staff who are not professionals licensed by the New Jersey Department of Law and Public Safety, Division of Consumer Affairs, but are technical staff holding certifications issued by various Professional Associations, Societies or Institutions, such as NICET, SAT, CIAP, ACI, AWS, etc.

“Preparer” means a principal of the firm who prepares and signs the application.

“Professional Consultant Services” are those professional services associated with research, development, design and construction administration, construction management, alteration, or renovation of real property, as well as incidental services that members of these professions and those in their employ may logically or justifiably perform. These services may include studies, investigations, surveys, testing, evaluations, consultations, planning, programming, conceptual designs, plans and specifications, cost estimates, inspections, shop drawing reviews, preparation of operating and maintenance manuals, and other related services.

“Parent Firm” is that firm, company, corporation, association, or conglomerate which is the major stockholder or highest tier owner of the firm completing this application.

“Principals” are those individuals in a firm who are full-time and possess responsibility for its business enterprise and profitability. Principals are, also, stockholders in the firm.

“Shareholders” are owners of stock or other securities that can be converted to stock that, if exercised, would constitute 5% of the firm’s

issued stock. Other securities include stock options, secured or unsecured bonds, warrants and rights.

Note: Applicant firms that are publicly held corporations should list the president, treasurer, shareholders of 5% or more of the firm’s issued stock, and only those officers and officials who meet the definition of “Principals”.

“Specialty” or “Discipline” refers to the primary technical capability of individuals in the responding firm. Possession of an academic degree, professional registration, or certification in a given field of practice usually reflects an individual’s primary technical specialty.

“Key Personnel” are full time management and technical staff who have a significant role in a firm. They may be associates, studio directors, project managers, section chiefs, crew chiefs, laboratory heads, department heads, job captains or related personnel.

“Minority Business Enterprise (MBE)” is a firm in which at least 51 percent of the beneficial ownership is held by minorities, is certified by the N.J. Commission on Commerce & Economic Development and whose management and daily business operations are controlled by one or more such minority individuals.

“Women Business Enterprise (WBE)” is a firm in which at least 51 percent of the beneficial ownership is held by a woman, is certified by the N.J. Commission on Commerce & Economic Development and whose management and daily business operations are controlled by a woman or women.

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INSTRUCTIONS FOR FILING:

All items must be completed. If a particular question does not apply, the response must state “not applicable” or “N/A”. If incomplete, the form may be returned for additional data prior to a detailed review.

Any firm seeking pre-qualification must have at least one principal on its staff who has been engaged in active private practice for at least two years or has been a principal for a period of at least two years in another firm immediately preceding its request for pre-qualification.

Box 1 Staff size includes all staff located at this business address, including principals, technical staff and field staff. ***Clerical support staff are not to be included.***

Box 2 A federal tax ID number may be obtained from the Internal Revenue Service. Individuals or small firms may use their Social Security Number.

Box 3 Date application prepared.

Box 4 Firms which are **Professional Corporations (Subchapter S)** must submit a copy of their firm’s “Certificate of Incorporation-Professional Services” which is issued by the NJ Department of the Treasury, Division of Revenue, Commercial Recording.

Any other type of consulting firm (Construction Management, Environmental Consultant, etc.), which is a **General Corporation** must submit a copy of the firm’s “Certificate of Incorporation” if a New Jersey firm or a “Certificate of Authority” if a foreign general corporation, issued by the NJ Department of the Treasury, Division of Revenue, or a copy of the firm’s corporation papers stamped “Filed”

by the NJ Department of the Treasury, Division of Revenue, Commercial Recording.

A Limited Liability Corporation (LL Corp) must submit a Certificate of Authority from the appropriate State Licensing Board.

A Limited Liability Company (LL Company) must submit a Certificate of Formation stamped “filed” from the NJ Department of the Treasury.

Box 5a Check the appropriate box that applies to your firm. If an MBE or WBE box is checked, Certification Certificates, which are issued by the N.J. Commission on Commerce and Economic Development, must be included in your application package.

Box 5b Recently enacted State law requires that all consultants, contractors, and subcontractors provide proof of their registration with the State of New Jersey, Department of the Treasury, Division of Revenue. To contact the Division of Revenue Client Services, call (609) 292-1730 or visit their website:

www.state.nj.us/njbgs/services.html. **Enclose a copy of your New Jersey Treasury, Division of Revenue, “Proof of Business Registration Certificate” with your 48A application.**

Box 5c. Pursuant to P.L.2003, c.117, effective 7/1/03, all applicants are required to remit a fee of \$100 made payable to “Treasurer – State of New Jersey.”

Box 6 If your laboratory is accredited by the American Association of State Highway Officials (AASHTO), the Cement and Concrete Reference Laboratories (CCRL), or other accrediting association, please indicate by checking the appropriate box. If your laboratory is

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accredited by an association not listed, please type in the appropriate name in the space provided. Provide a copy of the accreditation. If your laboratory is not accredited by anyone, please insert "none".

Box 7 See definition of "Parent Firm."

Box 8 Do not provide any former firm names beyond 10 years.

Box 9 The qualifications and staff size of a satellite office will be taken into consideration during the pre-qualification process.

Box 10 Include the full name as well as the contact person's name, title and phone number of any other public agencies, departments or authorities for which you have a valid, current pre-qualification classification.

Box 11 Place a check in the appropriate boxes and add any memberships not listed. Proof of membership must be attached. Membership must be in the name of the firm or a principal of the firm.

Box 12 Submit a box diagram of the firm's organization including titles, names and reporting relationships of principals and key personnel. Include charts for the parent firm and satellite office if applicable. The charts should be detailed enough to fully explain your firm's organization. Use additional sheets if necessary.

Box 13 List only staff who are registered, licensed or certified by the State of New Jersey or hold certifications issued by various Professional Associations, Societies or Institutions (see definition of "Certified Technical Staff"). **The signature of each person listed must be included.**

Box 14 See the definition section of this form for "Principals" and "Key Personnel." Attach copies of all registrations or certifications if other than registered architect, professional engineer, professional planner, licensed surveyor, or landscape architect.

Box 15 See the definition section of this form for "Certified Technical Staff." Attach copies of all registrations or certifications if other than registered architect, professional engineer, professional planner, licensed surveyor, or landscape architect.

Do not attach resumes. Use only the space provided in Box D for each person. Use additional sheets if necessary.

Box 16 Answer all of the questions. If any require an explanation, do so as an attachment marking each page with the firm's name and federal tax ID number. Round out the fees to the nearest \$100.

Box 17 Provide financial statements which are appropriate for the pre-qualification rating that you expect to receive based upon the information provided in Box 18. **THE FINANCIAL STATEMENT IS MANDATORY. REQUESTS FOR QUALIFICATION WILL NOT BE PROCESSED WITHOUT THE ACCOMPANYING VALID FINANCIAL STATEMENT.**

The financial information for the last two calendar years must be:

- Completed by an accountant or certified public accountant, not by a tax professional;
- Submitted with the 48T application to DPMC with a copy of the accountant's signed cover letter. Such financial statements shall be completed by a certified public accountant or public accountant who is independent of, and not an employee of, the firm for whom the financial statements are being provided;

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-Cannot be consolidated statements.

Note that tax returns WILL NOT be accepted in lieu of financial statements and compilations, unless the firm is a sole proprietorship.

Box 18 List all testing equipment owned by your firm. Complete all requested information. Do not leave any blanks. If a particular piece of testing equipment does not require any regular service or calibration insert “none.” or “N/A” in the appropriate boxes.

Box 19 This section contains a listing of specialty areas. Please place checks in the columns adjacent to those specialties you offer and in which you wish your firm to be approved. Add any additional specialty areas in the appropriate category if they are not listed. Should staff members be qualified in more than one discipline or specialty area, they may be included as staff in as many specialty areas/disciplines as apply.

Insert the name of the “Principal”, “Key Personnel” or “Certified Technical Staff” person who is responsible for the technical accuracy of that particular testing specialty. The responsible person must be a full time member of the firm and must sign in the appropriate box(es) to certify that the information is accurate and that their certification is current. If the firm has more than one person responsible in a given specialty all must sign. (Use an attachment if necessary).

Box 20 In order to achieve a pre-qualification classification in a specific specialty/discipline, a minimum of three (3) projects must be listed; two (2) of which have been completed. In the left hand column titled “specialty type,” include as many codes as apply to the type of work that your firm performed on that project. **All projects must have been completed within the past ten (10) years.** Use additional sheets if necessary.

Box 21 Complete all items on this form. Do not attach insurance documents.

Box 22 Self-explanatory.

Box 23 Self-explanatory. **Each Principal must complete and sign a separate certification.**

Box 24 Certification of Applicant. All of the items on Form 48A must be complete. The completed form must be signed by a Principal of the firm, preferably the Chief Executive Officer, and witnessed. If the firm is a corporation, the corporate seal must be affixed.

If you have questions about the information required on this application, call (609) 984-6979.

*Please mail the completed original and check for the prequalification fee to:

Pre-Qualification Unit
Division of Property Management & Construction
State of New Jersey - Department of the Treasury
PO Box 034
33 West State Street, 9th Floor
Trenton NJ 08625-0034

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PROCESSING

The Consultant Pre-Qualification Office has 30 days from receipt of the COMPLETE APPLICATION to review and process it. In the event that section(s) of the application are returned to your firm because of incomplete information or for clarification, you must return the requested information to be pre-qualified. Upon receipt by the Pre-Qualification Unit, your revised application will be subject to an additional 30 calendar day processing time period.

Upon the completion of the review of your firm's application, you will be sent a "Notice of Pre-qualification."

APPEALS

If a firm does not agree with its pre-qualification classification or the denial of a pre-qualification classification as assigned by the Division of Property Management and Construction Pre-qualification Unit, it may appeal, in writing to the Pre-Qualification Unit for reconsideration. The reasons for the appeal must be detailed and specific points to be reconsidered must be included in the appeal. Results of this review will be made known to the firm in writing. If the firm still does not agree with its pre-qualification classification, it may appeal in writing to the Executive Director of the Division of Property Management and Construction whose decision shall be final.

UPDATING YOUR FORM 48T

In the event of changes in ownership, address, circumstances, conditions or status of the firm that would require amending the answers to this application, or would reduce or change your pre-qualification rating or specialty/discipline, the applicant must notify the Pre-Qualification Unit in writing of such changes within 60 calendar days after the change has occurred. Failure to do so may result in the temporary suspension of the firm's pre-qualification to submit proposals on professional consultant services contracts or to serve as sub-consultant on such contracts until the application is amended to reflect the current status and reviewed by the Pre-qualification Unit.

The Department of the Treasury reserves the right to review your application at any time to verify the information provided.

The applicant may amend their Form 48T anytime if conditions or status of the firm changes that may upgrade the firm's classification. A letter of explanation along with the appropriate back up data will be required in order to properly evaluate your request.